

City of Council Bluffs, Iowa  
**SPECIFICATIONS FOR DRIVEWAY APPROACH  
CONSTRUCTION**

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## **1.0 Introduction**

### **1.1 Purpose and Intent**

The purpose of this specification is to outline the information required in order to properly evaluate an application for a driveway approach and indicate acceptable design standards for their location and construction.

The efficiency and safety of a street depends on the amount and character of interferences affecting vehicles moving along it. Major interferences are caused by vehicles entering, leaving, or crossing at intersecting streets and driveways. In order to minimize accidents and to assure best overall use of the street facility by the public, it is necessary to regulate vehicle movements in and out of abutting property and cross streets.

With respect to driveways, road users have certain rights of access to abutting property as well as the right to travel on the street with relative safety and freedom from interference. Since these rights sometimes conflict, the City has the responsibility for reconciling and satisfying the needs and rights of all road users with respect to driveway location, design, and operation. Resolution of conflicts in all cases shall be resolved in favor of the safe and efficient use of the roadway. An important principle in this regard is that direct driveway access to abutting property represents a service to the traveling public and is not a concession to property owners.

### **1.2 Terminology**

The following definitions and classifications shall apply throughout this specification:

1.2.1 **Residential Driveway** – A residential driveway is one providing access to a single parcel of land containing five or less dwelling units.

1.2.2 **Commercial Driveway** – A commercial driveway is one providing access to office, retail, or institutional buildings or apartment buildings having more than five dwelling units. Such buildings are customarily serviced by trucks as an incidental rather than primary driveway use.

1.2.3 **Industrial Driveway** – An industrial driveway is one directly serving a substantial number of truck movements to and from loading docks of an industrial facility, warehouse, or truck terminal.

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## **2.0 PERMIT APPLICATION**

### **2.1 Information Required for Permit Application**

Chapter 10.12 of the City Code outlines permit requirements for driveway approach construction. The minimum information required is as follows:

- 1) Name and address of every person, firm, or corporation having a vested interest in the parcel of land to be served by the proposed drive approach.
- 2) The street address or other information identifying the parcel of land.
- 3) The scheduled dates for commencement and completion of the driveway construction.
- 4) Name and address of the contractor or other person who will perform the work.
- 5) A plat, to scale, showing the dimensions of the parcel of land, location, and nature of all improvements existing or proposed on the parcel, and the location and dimensions of proposed or existing drive approaches.
- 6) Any other information that may be required in order to evaluate the application.

### **2.2 Plat Requirements for Residential Driveway Approaches**

The plat submitted for a residential driveway approach shall contain the following specific information:

- 1) It shall be drawn on 8 ½" X 11" paper with a scale of 1" X 20' or may be submitted on the attached sketch sheet.
- 2) It shall show the location and dimensions of existing or proposed drives and the locations of existing or proposed buildings on the parcel.
- 3) It shall show the location of any driveway approaches on the parcels immediately adjacent.
- 4) It shall show the width of the abutting street and the distance to the nearest cross street.
- 5) It shall have an accurate north arrow and all information shown shall be clear and legible.

### **2.3 Plat Requirements for Commercial and Industrial Driveway Approaches**

The plat submitted for commercial and industrial driveway approaches shall contain the following specific information:

- 1) Three copies shall be submitted on 24" X 36" or 11" X 17" paper depending on the size of the parcel and the scale used. The drawing shall be at a scale of 1" X 20' except that a scale of 1" X 50' may be used on a 24" X 36" sheet if necessary to contain all the required information.
- 2) The plat shall have an accurate north arrow and a vicinity sketch showing the relative location of the site to an approximate scale of 1" X 2,000'.
- 3) The plat shall accurately show the location and dimensions of any existing or proposed buildings, any existing or proposed drives, parking facilities, traffic islands, and traffic controls.
- 4) The plat shall show the location of any driveway approaches to adjacent parcels.
- 5) The plat shall accurately show the dimensions of abutting streets as well as the nearest cross street.

If more than one driveway approach is applied for any given parcel of land, it will be necessary to supply the following additional information:

- 1) Proposed peak hour traffic volumes entering and exiting from each approach.
- 2) Existing peak hour traffic volumes on the adjacent streets.
- 3) The expected distribution of traffic generated from the site.

If the Director of Public Works determines it is necessary, a traffic impact study prepared by a qualified traffic engineer who is an Iowa Licensed Professional Engineer will be submitted by the applicant.

#### **2.4 Permit Approval and Inspection Procedure**

Upon submission of all the necessary information, the Public Works Department will conduct field review to verify the information submitted. If all the requirements of the City Code and this specification are met, the applicant will be contacted as to issuance of the permit. Normally this review takes a week to accomplish but the actual time can vary from three days to several weeks depending on the complexity of the project.

Once construction is started, the Public Works inspector may check on the site occasionally to assess progress. Before the concrete pour takes place it is necessary to have an inspection of the forms. The permittee must contact this office 24 hours in advance to arrange for this inspection. Failure to do so could result in rejection of the work

Upon completion of all work related to the driveway approach construction, the permittee must contact the inspections office within 48 hours and request a final inspection. When

the final inspection is performed and all work is completed in accordance with these specifications, a certificate of completion will be issued.

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### **3.0 DESIGN STANDARDS**

#### **3.1 Minimum and Maximum Dimensions**

The minimum and maximum dimensions shown in Plat No. RWO1 and P305 shall be strictly adhered to for all driveway approach permits approved by the Public Works Department.

#### **3.2 Sight Distances**

Each permit application will be field checked to assure that adequate sight distances are available in accordance with the tables in Figure 3-2. Additional traffic controls may be required before a permit will be issued.

#### **3.3 Driveway Approach Grades**

The longitudinal grades shall be within the limits as shown in Figure 3-3.

#### **3.4 Surfacing**

On all streets with curbing, the driveway approach shall be constructed of Portland Cement Concrete. On streets that are not curbed, the driveway approach may be constructed of material that is considered equal to or better than the street surface. The quality of street surfacing shall be considered in the following descending order:

1. Portland Cement Concrete
2. Asphalt Cement Concrete
3. Asphalt treated surface (oil)
4. Crushed rock or gravel
5. Other unpaved

A brick street surface shall be considered as Portland Cement Concrete.

#### **3.5 Construction Specifications**

##### **1). Concrete Driveways:**

**Description** – This work shall consist of the construction of Portland Cement Concrete driveways on the prepared and accepted subgrade in accordance with these specifications and in conformity with the lines, grades, thickness and dimensions shown in the plans.

Equipment – The following will be in accordance with the “Standard Specifications for Construction of Portland Cement Sidewalk”:

1. Materials
2. Subgrade
3. Forms
4. Placing Concrete
5. Removal of Forms
6. Protection & Curing

### Finishing

1. After consolidation, the concrete surface shall be floated with wood floats to a uniform granular texture free of irregularities and true to line and grade. The addition of superficial water is prohibited. After floating, the surface shall be given a final finish by means of a wet burlap or carpet drag drawn over the full width of surface in a longitudinal direction.
2. After the surface has been finished, the edges of the slabs shall be finished with a suitable edging tool.
3. Integral curb, when required, shall be constructed in accordance with the requirements of the City of Council Bluffs.

### Jointing

1. 1. Preformed expansion joint filler shall be placed at locations and in accordance with the Standards of the City of Council Bluffs and double-edged while the concrete is plastic.
2. Driveways shall be divided into blocks approximately square as directed by the Engineer, the concrete scored to a depth of one and one-half (1 ½) inches along these lines, and double-edged.
3. Longitudinal joints will not be required unless the driveway width exceeds ten (10) feet. If required, they shall be constructed as specified in Paragraph 2 above. Transverse joints shall be constructed at breaks in the grade of driveway and shall conform to the pattern as specified in Paragraph 2 above.

### 2. Asphaltic Cement Concrete and Rock Driveways:

All materials used shall conform to applicable sections of the most current IDOT Standards and Specifications for Highway and Bridge Construction. ACC shall be a mix design approved by the Public Works Director. Crushed rock shall be Class A limestone.

### **3.6 Minimum Thickness**

The following minimum driveway approach thicknesses shall apply:

<u>Type</u>	<u>Cement Concrete</u>	<u>Asphaltic Cement Concrete * or Equivalent to existing ACC Street</u>	<u>Rock *</u>	<u>Portland Crushed</u>
Residential		6" 8" or 6" ACC plus 6" crushed rock		6"
Commercial	7"	10" or 8" ACC plus 6" crushed rock		6"
Industrial		8" 12" or 10" ACC plus 6" crushed rock		
	6"			

\* When permissible, section 3.4

### **3.7 Number of Approaches Per Parcel**

For residential use, a maximum one driveway approach will be permitted per parcel, provided there is not access from an alley. In such cases, street access may be refused. A second residential driveway approach will be considered if the parcel is large enough to maintain a clear distance of forty (40) feet at the curb line between the parcel's two driveways. For commercial and industrial uses, more than one approach per parcel will be considered when the site and street frontage is sufficient to accommodate multiple access, the traffic demand from a single point of access exceeds the capacity, or when a combination of one-way entrance/exits promotes more efficient traffic circulation.

### **3.8 Insurance Requirements**

The contractor performing the construction of a driveway approach shall furnish a certificate of insurance in the following amounts, along with the permit application:

<u>Coverage</u>	<u>Minimum Limits</u>
1. Workman's Compensation	Statutory
a) Shall include broad form all states endorsement.	
b) Shall include Employee's Liability Coverage.	\$
500,000	
2. Comprehensive Auto Liability	
a) Premises Operations Liability	
Bodily Injury - \$ 1,000,000 each occurrence	
b) Independent Contractor's Liability	Property
Damage - \$ 500,000 each occurrence	
c) Contractual Liability (Hold Harmless Clause)	
\$ 1,000,000 aggregate	
d) Completed Operations Liability	
e) EXU where applicable*	

3. Comprehensive Auto Liability	Bodily Injury - \$
1,000,000 each occurrence	
(Owned & Non-owned hired vehicles)	Property Damage - \$
500,000 each occurrence,	\$
1,000,000, aggregate	
4. Excess Liability	\$
1,000,000	

**\*Applicable Conditions**

- X - Blasting operations, required whenever explosives will be used.
- C - Collapse, required whenever demolition or excavation is undertaken.
- U - Underground, required on all contracts for sewers, paving, or excavating.

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If any of the policies are cancelled or changed to affect coverage, then notice shall be given in writing 10 days prior to such change and addressed to: **City Clerk, 209 Pearl Street, Council Bluffs, IA 51503**